



SOLICITATION NUMBER: 72068823R00005

ISSUANCE DATE: 4/11/2023

CLOSING DATE AND TIME: 5/10/2023 at 17h GMT

SUBJECT: Solicitation for a **U.S. Personal Services Contractor (USPSC)**

Dear Prospective Offerors:

The United States Government represented by the U.S. Agency for International Development in Mali (USAID/Mali) is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of the solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID/Mali to award a PSC contract, nor does it commit USAID/Mali to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Points of Contact specified in Attached information 1.

Sincerely,

Douglas Quiggle

Digitally signed by Douglas
Quiggle
Date: 2023.04.06 17:28:04 Z

Douglas Quiggle
Supervisory EXO/CO

U.S. Agency for International Development
Hamdallaye, ACI 2000
Street 243 Gate 297
P.O. Box 34 Bamako, Mali

Tel: (223) 2070-23-00
Fax: (223) 2022-39-33
<http://mali.usaid.gov>

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068823R00005
2. **ISSUANCE DATE:** 4/11/2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 5/10/2023 at 17:00 GMT
4. **POINT OF CONTACTS:** Douglas Quiggle at dquiggle@usaid.gov and Aba Diallo at abadiallo@usaid.gov with “Questions Solicitation No. 72068823R00005 – Senior Program Office Advisor (Design and Implementation Advisor)/Deputy Director” in the subject line.
5. **POSITION TITLE:** Senior Program Office Advisor (Design and Implementation Advisor)/Deputy Director
6. **MARKET VALUE:** \$99,908 – \$129,878 equivalent to **GS-14**. Final compensation will be negotiated within the listed market value.
Candidate’s work experience and educational background will be considered. Salaries over and above the top of the pay range will not be entertained or negotiated.
7. **PLACE OF PERFORMANCE:** USAID/MALI.
Mali is considered by the US Government as an Adult EFMs (age 21 and over) only post, with 25% danger pay & 30% post differential salary supplement.

Overseas USPSC may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.
8. **PERIOD OF PERFORMANCE:** Two (2) years, estimated to start on July 30, 2023.
9. **ELIGIBLE OFFERORS:** U.S. National (USN).
10. **SECURITY LEVEL REQUIRED:**
The successful applicant will be required to obtain a “Secret” Clearance (if a US citizen) or a Facility Access (if a USN).

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

This position is located in USAID/Mali’s Program and Resource Management (PRM) Office which serves as the “nerve center” of the Mali Mission. PRM is responsible for guiding and coordinating program cycle activities such as strategy development; project and activity design; creation of guidance and public communication materials; monitoring, evaluation and learning; coordination with

USAID/Washington on planning, budget, and reporting; and assuring compliance with the provisions of the Automated Directives System (ADS) related to the program cycle.

The position is meant to provide critical leadership and capacity to an office that is critically understaffed, difficult to staff and is reorganizing itself as both a service provider and advocate for USAID/Mali while playing the role of interlocutor with USAID/Washington on budget, strategy, and reporting to inform and advance the Agency's global goals. The reorganization plan includes two Deputy Director positions, this particular job description focuses on Project and Activity Design and Implementation and Monitoring and Evaluation.

The Deputy Director, Design and Implementation will have a range of responsibilities that bridge carrying out working level tasks, managing those who carry out those tasks, and mentoring staff in an effort to improve accuracy, efficiency, information sharing and oversight. In coordination with the Supervisory Program Officer, s/he will work directly with USAID/Mali's technical and development objective teams on project and activity designs that align with the new 2022-2027 Country Development Cooperation Strategy (CDCS) and coordinate the drafting and approval of USAID/Mali's Development Objective Agreement with the Government of Mali.

This Deputy Director will oversee PRM's Monitoring and Evaluation functions, including the Performance Management Plan and the Performance Plan and Report, and the bi-annual mission-wide portfolio reviews. The incumbent will also develop program management tools that track future implementation plans and budget needs, in coordination with PRM's Budget Team and the Office of Acquisition & Assistance. The incumbent will engage in building staff capacity in these and other strategic functions under PRM's purview, based upon qualifications and staff needs. The incumbent will also play a leading role in the reorganization and realigning of the program office.

This Deputy Director will also, in collaboration with the M&E Advisor, use the Performance Monitoring Plan to track progress and achievement of the CDCS. It will also be necessary to coordinate with the Mission's Program Information Management Specialist to ensure proper geotracking of activity implementation across the Development and Special Objectives; and with the Mission's Environmental Officer to guide project-level compliance in the design process, along with adherence to the Administration's climate change priorities.

The incumbent will report to the Supervisory Program Officer.

2. Statement of Duties to be Performed.

Overall Coordination:

The Deputy Director will establish regular working relationships with USAID/Mali office directors, activity managers, other Embassy sections, USAID's regional support missions, donor organizations, and implementing partners; and Washington colleagues, particularly with the Africa Bureau's Country Desk Officer and the Office of Development Planning (budget) and Sustainable Development (strategy).

S/he supports the continued alignment of the Mission's portfolio to the CDCS/Strategic Framework (SF) structure and approved results framework. S/he will also ensure the effective coordination of programs, policies, objectives and priorities as they pertain to the ongoing implementation of Mission, Agency, and USG strategies; ensure continued complementarity between USAID/Mali programming objectives, USG foreign policy objectives, and Government of Mali development priorities.

S/he advises the Supervisory Program Officer and Front Office on critical key issues/constraints affecting USAID/Mali programs. The incumbent also identifies actual or potential implementation

problem areas and recommends corrective action or activity design modifications. S/he coordinates with the Deputy Director, Analysis and Management to identify areas of analytical inquiry that should be pursued to strengthen activity implementation.

S/he advises the Supervisory Program Officer on PRM management and works closely with the Front Office on key Mission issues. S/he provides expert advice on all program office functions and provides oversight of program design, management, implementation, monitoring, evaluation, budgeting and reporting, as well as the Mission's knowledge management, and learning agenda.

Core Areas of Responsibility: The incumbent will generally be responsible for:

- (1) Providing Program Office leadership, oversight, support and training (as appropriate) on a range of USAID program cycle and reporting functions, ensuring that the USAID Mission deliverables are timely, accurate and responsive to all stakeholders.
- (2) Supporting technical offices throughout the project design process, and in operationalizing and innovating within the Humanitarian-Peace-Development nexus through cultivating an environment of smart risk-taking and risk management, grounded in a deep understanding of available mechanisms, tools, guidance and exceptions, and passing that knowledge along to others.
- (3) Ensuring that all notifications, agreements, memoranda of understanding, strategies, assessments and congressional notifications are maintained on file in PRM so as to be readily available as part of the Mission's institutional memory.
- (4) Supporting and ensuring a robust learning agenda is undertaken and results shared across offices, and that monitoring and evaluation is systematized, tracked, and above all is useful toward the goal of effective stewardship of funding and managing for results.
- (5) In coordination with the Deputy Director, (Analysis and Management), providing analysis and strategic advocacy during the budget process and in terms of pipeline management; and, confirming that USAID's funding, strategy, planning and results are aligned, and that all statutory requirements, earmarks, directives, and policies have been met and complied with. In case of any proposed pilots, help assess which policies should be waived.
- (6) In coordination with the Development Communications & Outreach (DOC) team, the Deputy Director will work to ensure activity level successes and achievements are conveyed in the annual OP and PPR exercises, and amplified to stakeholders through appropriate print, broadcast and social media. The two-person DOC team is responsible for production of written communication materials and management/coordination of the Mission's outreach activities, including liaising with implementing partners to convey Agency communications guidance and provide regular capacity building.

3. Supervisory Relationship

The Deputy Director will report directly to the Supervisory Program Officer who will be responsible for managing the contractor's performance. The incumbent, however, will be mostly self-guided and act with a high degree of independence with few assignments provided directly from the supervisor.

4. Supervisory Controls

This Deputy Director will oversee PRM's Monitoring and Evaluation functions and serve as a key advisor to the Supervisory Program Officer. The incumbent will supervise and mentor up to five persons including American and local staff who constitute the Design and Implementation team. S/he will have significant

decision-making ability and latitude in planning and executing agreed assignments and making time sensitive technical decisions. The incumbent is expected to work both independently or as a part of a team and demonstrate a high level of leadership, professionalism, judgment, and responsibility.

- 12. PHYSICAL DEMANDS:** The work at the permanent duty station is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle. This position may involve international air travel, including to other developing countries. Travel within Mali and other developing countries usually entails use of unpaved roads to locations where further physical adjustments must be rapidly made to occasionally severe conditions that require prolonged walking, working in cramped rooms, standing for long periods of time, enduring periods of intense heat and/or humidity during different seasons, and eating and resting in inadequate facilities.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application/offer and obtained thorough reference checks. USAID/Mali reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection. The following are the position minimum qualifications used to determine which offers must be rejected, and which can advance to evaluation:

- 1) U.S. National (USN)**
- 2)** A Master's degree in a relevant technical or social science field related to the program such as health, food security, public administration, political science, international relations or economics, or a Master of Business Administration, is required.
- 3)** Minimum of 15 years of progressively responsible professional or program experience in managing development programs, with multilateral and bilateral donors, NGOs, and/or government is required.
- 4)** A minimum of twelve years of demonstrated managerial experience in a combination of strategic planning, program budgeting and budget implementation, reporting, and/or project design is required. Experience in programming capacities either for an international development implementing partner, with a bilateral or multilateral donor, or grant-making organization is acceptable. An applicant's overall experience must reflect at least five years at a managerial level in a development organization, as a deputy director or higher.
- 5)** Demonstrated success in a team environment is required. Strong interpersonal skills and proven ability to work effectively in a culturally diverse context are required. Excellent time management skills and effectiveness under pressure are essential.
- 6)** A successful candidate will have experience in a development organization and senior manager level understanding of a budget cycle and program cycle. Superior oral and written communication skills in English are required, as the incumbent must be able to not only explain, and at times draft policies, procedures and guidance to USAID/Mali staff, but represent and advocate for the Mission to Washington.
- 7)** Language Proficiency: **Level IV (fluent) oral and written English is required.**
- 7)** **Offeror must not be listed** as an excluded party in the System for Award Management (SAM.gov).
- 8)** Able to **obtain and maintain security and medical clearances** within a reasonable period.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

To be considered for this position, candidates must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below, and reference checks by the HR or The technical evaluation committee (TEC) from individuals who have not been specifically identified by the offeror/candidate, and may do so before or after a candidate is interviewed.

Only finalists will be contacted by USAID/Mali with respect to their applications for further documentation request, if necessary. USAID/Mali reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

Those applicants who meet the minimum qualifications will be evaluated based on the content of their applications, and against the following selection criteria:

- 1) **Work Experience:** A minimum of twelve years of demonstrated managerial experience in a combination of strategic planning, program budgeting and budget implementation, reporting, and/or project design is required. Experience in programming capacities either for an international development implementing partner, with a bilateral or multilateral donor, or grant-making organization is acceptable. An applicant's overall experience must reflect at least five years at a managerial level in a development organization, as a deputy director or higher. The incumbent must have a demonstrated ability to exercise significant, independent professional judgment to anticipate both systemic and ad-hoc program and activity design, budgeting, and operational problems and issues requiring strategy development, policy decisions, and innovative solutions. Proven project development expertise is a plus.
- 2) **Job Knowledge, Skills and Abilities:** Demonstrated success in a team environment is required. Strong interpersonal skills and proven ability to work effectively in a culturally diverse context are required. Excellent time management skills and effectiveness under pressure are essential.

A successful candidate will have experience in a development organization and senior manager level understanding of a budget cycle and program cycle. Superior oral and written communication skills in English are required, as the incumbent must be able to not only explain, and at times draft policies, procedures and guidance to USAID/Mali staff, but represent and advocate for the Mission to Washington.

- 3) **Supervisory Experience:** A minimum of five years' experience in a supervisory position with one or more direct reports is required.

- | | |
|--|--------------------|
| 1) Work Experience | : 50 points |
| 2) Knowledge, Skills, and Abilities | : 30 points |
| 3) Supervisory Experience | : 20 points |
| 4) Language | : pass/fail |

Maximum Points Available: 100

The selection criteria will be the basis for scoring the applications and creating an initial ranking of candidates. Only the highest-ranked applicants (finalists) will be interviewed. Those finalists will also be evaluated on their interview performance, and finally, satisfactory professional reference checks. In summary, the steps in the applicant rating system are as follows:

1. Meet education/other minimum requirements: *pass/fail*
2. Evaluation Factors
3. Interview Performance – of equal importance to Evaluation Factors
4. Reference Checks for applicant considered as successful and suitable for the position:
pass/fail

After the closing date for receipt of applications, a committee/panel will convene to review applications that met the minimum requirements and evaluate them in accordance with the above required evaluation factors. As part of the selection process, finalist candidates will be interviewed, and unsuccessful candidates be provided with regret letters.

Note:

Due to the high volume of applications, we receive for each solicitation, we will only contact candidates who are being considered for the next step of the recruitment processes. However, each applicant will receive an auto reply from the PSC applications mailbox to acknowledge the receipt of his/her application.

IV. SUBMITTING AN OFFER

All offers must be submitted by e-mail with the subject line:*

SOL: 72068823R00005 – [INSERT POSITION TITLE] to bamakoaidmalipsc@usaid.gov

Attention: Executive Office
Human Resources Section
USAID/Mali

Eligible applicants must submit the following documents in English, or their application will not be considered for this position:

1. Eligible offerors are required to complete and submit the offer form [AID 309 2](#), “Offeror Information for Personal Services Contracts with Individuals,” available at <https://www.usaid.gov/forms>
2. **Cover Letter** (not more than 2 pages and addressing the evaluation factors).
3. **Resume** or most **up-to-date curriculum vitae (CV)** - The CV/resume must contain enough relevant information to evaluate the application in accordance with the stated evaluation factors.
4. Applications must be received by the **closing date and time specified** in this solicitation to USAID/Mali PSC applications mailbox at bamakoaidmalipsc@usaid.gov
5. Offeror submissions **must clearly reference the number of this Solicitation** to ensure the offer is for the position in this Solicitation.
6. List of a **minimum three (3) professional references** who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with

current telephone numbers and e-mail addresses. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference must be from a current or former supervisor.

7. USAID/Mali reserves the right to obtain from previous employers, relevant information concerning the applicant's past performance and may consider such information in its final decision.
8. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors – Please be advised that upon award, the contractor will be required to show proof that the contractor is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. It is a Mission policy to encourage COVID-19 vaccination and the selected candidate will be required to comply with applicable COVID-19 measures.

*Note: * The US Government will not be responsible for incomplete/corrupted or missing information in electronic submissions and these applications will not be accepted. USAID/Mali will not ensure quality or completeness of electronic files attached to the e-mails. The Offeror assumes all risk related to an electronic submission. Late applications or delayed electronic submissions will not be accepted.*

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- (a) Security Clearance Investigation (Form AID 6-1)
- (b) Medical History and Examination Form DS-1843
- (c) Questionnaire for Sensitive Positions for National Security (SF-86), or
- (d) Questionnaire for Non-Sensitive Positions (SF-85)
- (e) Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a USPS is normally authorized the following benefits and allowances in accordance with AIDAR Appendix D, and other relevant Agency and Mission policies:

1. BENEFITS (When Eligibility Requirements are met)

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (if eligible, and pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Leave and Holidays

2. ALLOWANCES (When Eligibility Requirements Are Met)

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- (g) Temporary Lodging Allowance (Section 120)
- (h) Living Quarters Allowance (Section 130)
- (i) Cost of Living Allowance (Chapter 210)
- (j) Post Allowance (Section 220)
- (k) Separate Maintenance Allowance (Section 260)

- Note:** Standardized Regulations (Government Civilian Foreign Areas) based on the type of appointment and Mission Policy.

- e. AAPD 15-02 – Authorization of Family and Medical Leave for U.S. Personal Services Contractors (USPSCs)
 - f. AAPD 06-10 – PSC Medical Payment Responsibility
5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
6. **PSC Ombudsman (USPSC).** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/workusaid/personal-service-contracts-ombudsman>
The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

~End of Solicitation~